

Steven L. Beshear
Governor



Preston P. Nunnelley, M.D.
President

KENTUCKY BOARD OF MEDICAL LICENSURE

Hurstbourne Office Park
310 Whittington Parkway, Suite 1B
Louisville, Kentucky 40222
Telephone (502) 429-7150
www.kbml.ky.gov

September 2, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for Kentucky Board of Medical Licensure

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Kentucky Board of Medical Licensure's proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of individuals responsible for the oversight and administration of these furloughs with enclosed designation forms
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, I am the lead contact for the Kentucky Board of Medical Licensure's proposed furlough plan and you can contact me at 502-429-7150.

Sincerely,

A handwritten signature in black ink, appearing to read "C. William Schmidt".

C. William Schmidt
Executive Director

Enclosures

SAMPLE FURLOUGH PLAN TEMPLATE

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11 , the Kentucky Board of Medical Licensure has deemed it appropriate to designate additional individuals to be responsible for the oversight and implementation of the proposed furlough plan. These individuals will be responsible for ensuring that notice will be provided to employees, and may accept and review any requests for voluntary furlough or any waivers of formal notices. No other individuals other than those designated in writing have the authority to take such actions related to furloughs. Additionally, these designated individuals will ensure that furlough time is appropriately monitored and taken by the Kentucky Board of Medical Licensure's employees.

<u>Name of designated employee(s)</u>	<u>Official Title</u>	<u>Specific Org Units For Which Have Authority</u>
Michael S. Rodman	Assist Exec Dir	Kentucky Board of Medical Licensure
Sandy Brooks	Office Manager	Kentucky Board of Medical Licensure
Martha McGrew Boulineau	Fiscal Officer	Kentucky Board of Medical Licensure

The written designations are enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to these designations, and these changes will only be made to the designations on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days
September 3, 2010; November 12, 2010; May 27, 2011

The Kentucky Board of Medical Licensure complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months
First Pay Periods in October 2010, March 2011, and April 2011

Below are the Kentucky Board of Medical Licensure's (KBML) dates for non-designated furlough, which includes why the KBML has chosen to close the agency's operation for each day:

Friday, October 1, 2010

Friday, March 11, 2010

Friday, April 8, 2010

- How a closure approach will not result in a more detrimental impact on the services provided to the public.

Many of the services provided by the KBML are offered via the Internet through our website. While the office will be closed on the above mentioned days, many of the Board's services will still be available on our website. One example of these services would be a physician's licensure verification. In addition, physicians and allied health professionals will still be able to access our website to apply for licensure and certifications; however, staff will not be available to process those applications or field questions regarding applications or investigations. Due to the fact that the KBML is a small agency and receives very little walk-in traffic, the closure approach would not directly impact the public in a negative manner.

- Whether a closure approach will result in a higher net cost savings.

The KBML has chosen days concurrent with the weekend so that the net cost savings will be higher due to energy savings with an additional day added to a weekend.

- How a closure approach is better for employees.

Due to the fact that the KBML is a small agency, it would be more efficient for a complete closure as it would be difficult to find the appropriate coverage for each position. Overall, this approach is easier to manage and preferred by KBML staff.

- How the particular closures will be communicated to the affected public.

The KBML will communicate the closures through appropriate signs, outgoing email responses, voicemails, and our website.

III. CONTRACT WORKERS

The KY Board of Medical Licensure certifies that applicable contract workers who are subject to a reduction of hours associated with the furlough plan shall have their hours reduced in the same manner as state employees during the non-designated months as described within this plan. Additionally, contract workers will not be used to work in lieu of, or to perform the duties of, a furloughed employee due to the furlough.

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September 17, 2010

[REDACTED]

RE: Notice of Furlough

[REDACTED]

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on Friday, October 1, 2010. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact Martha McGrew Boulineau.

Sincerely

A handwritten signature in cursive script, appearing to read "C. William Schmidt".

C. William Schmidt
Executive Director

CWS/mmb

cc: Personnel file

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of the Executive Director of the Kentucky Board of Medical Licensure, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Kentucky Board of Medical Licensure and approved by the Secretary of Personnel.


(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.


(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.


(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.


(INITIALS)